# CITY OF KENT POSITION DESCRIPTION

Position Inventory Number:
Classification Specification: <u>DEPUTY PUBLIC WORKS DIRECTOR</u>
Salary Range: NR58 – Management Benefits Level B
Position Description (Working Title): <u>City Engineer/Deputy Public Works Director</u>
Incumbent:
Location: Public Works - Engineering

#### **GENERAL PURPOSE:**

Under the direction of the Public Works Director, plan, organize, and manage the operations and activities of the Design, Construction, Transportation, Environmental, Survey, and Development Sections in the Engineering Division of the Public Works Department. Incumbent serves as the City's registered professional Civil Engineer to review, stamp, and sign engineering drawings on behalf of the City.

Work is characterized by a substantial amount of management, administrative, and supervisory functions. The incumbent provides overall planning, budgeting, and management of the Design, Construction, Transportation, Environmental, Survey, and Development Sections and assists in the administration of all Engineering Divisions of the Public Works Department. Duties and responsibilities include, but are not limited to, managing, planning, directing, and evaluating the operations, activities, and overall performance of the assigned sections; participating in setting short and long term goals and objectives; serving as a consultant and technical advisor to elected officials and management on a variety of Civil Engineering matters; rewarding and disciplining employees; and addressing complaints and resolving problems. The incumbent may also attend hearings and other meetings concerning Public Works projects; and answer questions from contractors, bidders, developers, City officials, and the general public.

Work is performed under managerial direction. Supervisor provides the employee with assignments in terms of broad practice, precedents, policies, and goals. Work may be reviewed for fulfillment of program objectives and conformance with departmental policy, practice, and/or objective.

# ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assist the Public Works Director to oversee the development, revision, implementation, and enforcement of the department's policies, goals, objectives, priorities, procedures, practices, and standards; develop programs and procedures to implement and measure the achievements of the policies and objectives.

Identify regional and local engineering issues and impacts; participate in legislative matters that have an impact on the City; serve as a technical advisor for City management and Council on engineering related matters.

Plan, organize, and manage the daily operations of the Design, Construction, Transportation, Environmental, Survey, and Development Sections; identify and monitor program outcomes, processes, and priorities; provide leadership to ensure the long and short range goals are achieved; prepare data for studies, reports, and recommendations; coordinate the division's activities with other departments, community organizations, advisory boards, governmental and private agencies, consultants, architects, contractors, vendors, and the general public.

Oversee the Engineering Division's grant acquisition program for various grant requests.

Supervise and direct Civil Engineering projects, personnel, equipment, and related activities to assure efficiency and cost effectiveness; review progress reports and make on-site inspections as needed.

Respond to inquiries from the general public, consultants, contractors, and other agencies regarding the Engineering Division's functions, budgets, personnel, City projects, general engineering requirements, construction requirements, schedules, etc.

Review, comment, provide recommendations, and approve various aspects of private development projects (plan review questions, construction problems, etc.), engineering contracts, contracts with other agencies, plans, specifications, contract documents, and project costs.

Prioritize and manage the preparation and administration of the division's budgets; approve expenditures according to established procedures; and make recommendations to the Public Works Director for adoption and implementation.

Attend a variety of staff and management meetings as the Engineering Division representative; represent the Public Works Department at a variety of public meetings; and provide technical information and expertise concerning engineering projects and programs.

Confer with representatives of various City organizations, agencies, and Government agencies to coordinate efforts, resolve issues, and exchange information.

Review, stamp, and sign engineering drawings on behalf of the City as a registered professional Civil Engineer as required.

Perform duties on behalf of the Public Works Director as required.

Prepare and maintain various reports and records in the administration, status, and coordination of Public Works projects and programs.

Oversee performance standards and direct necessary adjustments as required.

Provide direction to management staff regarding training, supervising, and evaluating the performance of assigned professional engineers and technical personnel; coordinate, assign, and review work; participate in interviews; make recommendations to hire, promote, terminate, train, and discipline employees; authorize leave and hours worked; address complaints; and resolve personnel issues.

Oversee and participate in project site inspections; and review construction progress with plans and projects to assure compliance with applicable codes, ordinances, and regulations.

Participate on committees and deliver oral presentations as needed to public officials, citizen groups, or the press relating to City Public Works projects and programs.

Act as expert witness as required by the City for legal matters such as condemnation proceedings and insurance defense.

Review, prepare information, and provide recommendations concerning resolutions, local codes, regulations, policies, and ordinances related to Civil Engineering for public hearings and City Council meetings as directed.

Become familiar with, follow, and actively support the City's mission, vision, values, and behavior statements.

#### PERIPHERAL DUTIES:

Perform related duties as assigned.

## KNOWLEDGE, SKILLS AND ABILITIES:

#### KNOWLEDGE OF:

- Principles and practices of Civil Engineering as related to the preparation of plans and specifications of various Public Works projects
- Grants and other funding programs related to Public Works
- Current trends, developments, and legislation pertinent to Civil Engineering
- Materials, techniques, and equipment used in Civil Engineering projects
- Engineering regulations and standards
- Principles and practices of supervision and training
- Technical aspects of field of specialty
- Research methods
- Applicable laws, codes, regulations, policies, and procedures
- Oral and written communications
- Municipal public works administration
- Municipal government budget preparation and control
- Modern office equipment and procedures including, but not limited to, the use of a personal computer and applicable software
- Interpersonal skills using tact, patience, and courtesy
- Modern management and supervisory theories, principles, and practices
- Modern research methods
- Municipal organization structure, policies, procedures, practices, and objectives

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## SKILLED IN:

- Using interpersonal skills with tact, patience, and courtesy
- · Communicating orally and in writing
- Correct English usage, grammar, spelling, punctuation, and vocabulary
- Applying principles and practices of administration, supervision, and training including, but not limited to, hiring, directing, evaluating, and disciplining assigned staff
- Maintaining records and preparing reports
- Preparing and delivering oral presentations to diverse groups

## **ABILITY TO:**

- Manage, supervise, and perform complex and technical engineering duties in the coordination and direction of Public Works civil engineering projects
- Manage, supervise, and motivate assigned employees
- Plan, organize, and coordinate the work of engineering and technical personnel
- Analyze and review plans, estimates, and contracts
- Develop and administer budgets
- Speak effectively and present information before groups of employees, managers, or officials
- Effectively resolve conflicts, grievances, and personnel issues
- Evaluate program policy and practices; define problem areas; and develop and direct policy and practices to improve operations
- Work effectively on several projects concurrently
- Respond to inquiries or complaints from personnel, regulatory agencies, or the public
- Compose, proofread, and edit general correspondence, routine reports, contracts, grievance resolutions, policies, procedures, etc.
- Define problems, collect data, establish facts, and draw valid conclusions; apply common sense understanding to solve practical problems
- Add, subtract, multiply, divide; computer fractions, ratios, percentages, proportions; draw and interpret graphs and charts; apply these concepts to practical situations
- Demonstrate positive and effective interaction and communication with individuals of diverse occupational and social-economic backgrounds
- Prepare plans and specifications and review engineering project cost estimates
- Adapt approved engineering methods and standards to the design and construction of a variety of municipal Public Works projects
- Communicate effectively both orally and in writing
- Read, interpret, apply, and explain codes, rules, regulations, policies and procedures
- Establish and maintain cooperative and effective working relationships with others
- Analyze situations accurately and adopt an effective course of action
- Work from blueprints, shop drawings, and sketches
- Organize and schedule work to meet timelines
- Work independently with little direction; projects and programs to be managed are outlined in the business plan and work plan

## EDUCATION AND EXPERIENCE REQUIRED:

Education: Bachelor's degree in Civil Engineering, Public or Business Administration, or related field; and

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Five (5) years of increasingly responsible civil engineering project management Experience:

and supervisory experience including a minimum of three (3) years of

management and supervision of assigned staff.

Or: In place of the above requirements, the incumbent may possess any combination

of relevant education and experience which would demonstrate the individual's knowledge, skill, and ability to perform the essential duties and responsibilities

listed above.

## LICENSES AND OTHER REQUIREMENTS:

Washington State Professional Engineer (Civil) license is required

- Valid Washington State driver's license, or the ability to obtain within thirty (30) days of employment
- Must successfully pass the city's pre-employment records check and maintain an excellent driving record

## MACHINES, TOOLS, AND EQUIPMENT USED:

Typical business office machinery and equipment used include, but are not limited to, personal computer, telephone, fax and copy machine, calculator, projector, and dictaphone.

The incumbent may also be required to operate a City vehicle.

#### PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle and feel; talk; and hear. The employee is frequently required to lift and or move up to 10 pounds and occasionally lift and/or move up to 30 pounds. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel; and reach with hands and arms. Specific vision abilities required by the job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.

## WORKING CONDITIONS:

Work is performed in an office environment and an outdoor field environment. The noise level in the work environment is normally moderate in the office and loud in the field. The incumbent may be exposed to individuals who are irate or hostile. The incumbent is subject to driving to various locations to inspect or review construction projects.

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SIGNATURES:

Incumbent's Signature

Date

Supervisor's Signature

Date

Approval:

Department Director/Designee

Date

Employee Services Director

Date

\*\*Note:

This document will be reviewed and updated annually at the time of the employee's performance appraisal; when this position becomes vacant; or, if the duties of this position are changed significantly.

Revised: 1/26/07